

**WESTCOMM**  
**BOARD OF DIRECTORS MEETING COMBINED**  
**WITH FINANCE COMMITTEE AND**  
**OPERATIONS BOARD MEETING**

NOVEMBER 5, 2021 11:00 A.M.

Google Meet Meeting  
[HTTPS://MEET.GOOGLE.COM/FHM-QBPU-QRU](https://meet.google.com/FHM-QBPU-QRU)

**In Attendance:**

Lyn Simmons, Longmeadow Town Manager  
John Beaulieu, Chicopee  
Erin Hastings, Executive Director, WESTCOMM  
Khristy Lord, Deputy Director, WESTCOMM  
Mary McNally, Town Manager, East Longmeadow  
Jennifer Wolowicz, Town Administrator, Monson  
Steve Kozloski, Chief, Monson Police  
Robert Stocks, Chief, Longmeadow Police  
Paul Pasterczyk, Treasurer, WESTCOMM  
Chad Thompson, Purchasing Agent, Longmeadow  
Holly Davis Cote, Chicopee Police  
Carl Mazzaferro, Longmeadow Police  
Andrew Vernon, IT Director, City of Chicopee  
Jennifer Leydon, Finance Officer, Longmeadow  
Stuart Beckley, Town Manager, Ware  
Daniel Dupre, Deputy Fire Chief, Chicopee  
Jamie Farnum, Town Accountant, Monson  
Ashley Lamoureux, Treasurer, WESTCOMM  
Mark Williams, Chief, East Longmeadow Police  
Ryan Quimby, IT, East Longmeadow  
Marie Laflamme, City Treasurer, Chicopee  
Barry Ross, Sheriffs Department

1. Meeting called to order 11:00A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, and Mary McNally, Jennifer Wolowicz. 4 Present.

A rollcall for the Finance Committee was done, present were Jennifer Leydon, Jamie Farnum and Marie Laflamme. 3 present.

2. Approve & or Modify minutes from the meeting held on October 1, 2021. John Beaulieu made the motion to accept the minutes as written, it was 2<sup>nd</sup> by Jennifer Wolowicz, 4 yes, motion passed.
3. A presentation was done by Barry Ross, of the Hampden County Sheriff's Department. The Sheriff's Department is interested in joining WESTCOMM for the Special patrols including but not limited to, Marine patrol, Park patrol, Deputies, Truancy officer for Springfield, Overdoes outreach Program. Currently they are using different radios from different Cities/Towns, and wants a centralized dispatch.

WESTCOMM would need a written request form the Sheriff's office.

John Beaulieu made a motion and it was 2<sup>nd</sup> by Jennifer Wolowicz, to move forward to on board the Sheriff's office with WESTCOMM for dispatch services. Roll call was done, 4 yes, motion passed.

It was requested that more information was needed and that and in person Meeting should take place.

4. Old Business:

Update on 645 Shawinigan Drive: Feasibility Study: OPM was advertised, there were 9 inquiries on the proposal, 2 proposals were received they will be evaluated, and a decision will be made. The OPM must be a registered Architect with 5 years' experience, if they are not registered they need 7 years' experience. OPM needs to be in place before the Architect is brought on board, this will happen after December 2<sup>nd</sup>.

Finance Committee: a motion was made by Marie Laflamme and 2<sup>nd</sup> by Jamie Farnum: I move that the Western Massachusetts Emergency Communications District appropriate the sum of \$ 13,300,000.00 to pay for costs associated with the architectural and engineering services, renovating and equipping its property located at 645 Shawinigan Drive in Chicopee, Massachusetts, and to meet this

appropriation, the Treasurer, with the approval of the Board of Directors is authorized to borrow said amount under and pursuant to Massachusetts General law Chapter 6A Section 18R (g) or pursuant to any other enabling authority and to issue debt on behalf of the district therefor. Any premium received upon the sale of bonds or notes approved by this vote, less any such premiums applied to the payment of the costs of issuance of such bonds and notes may be applied to the payment of costs approved by the vote in accordance with the Massachusetts General Law Chapter 44 Section 20, thereby reducing the amount authorized to the borrower to pay such costs by the like amount.

Roll call was done 3 yes, motion passed.

The motion was then moved to the full Board for a vote.

A motion was made by Jennifer Wolowicz and 2<sup>nd</sup> by John Beaulieu: I move that the Western Massachusetts Emergency Communications District appropriate the sum of \$ 13,300,000.00 to pay for costs associated with the architectural and engineering services, renovating and equipping its property located at 645 Shawinigan Drive in Chicopee, Massachusetts, and to meet this appropriation, the Treasurer, with the approval of the Board of Directors is authorized to borrow said amount under and pursuant to Massachusetts General law Chapter 6A Section 18R (g) or pursuant to any other enabling authority and to issue debt on behalf of the district therefor. Any premium received upon the sale of bonds or notes approved by this vote, less any such premiums applied to the payment of the costs of issuance of such bonds and notes may be applied to the payment of costs approved by the vote in accordance with the Massachusetts General Law Chapter 44 Section 20, thereby reducing the amount authorized to the borrower to pay such costs by the like amount.

Roll call was done 4 yes, motion passed.

It was stated that \$13.3 Million does not necessarily need to be borrowed, this figure is the ceiling.

Erin needs to send out the information to the Legislative bodies of each City/Town within 7 days, and they have 60 days to appeal.

Ware Implementation: The cutover will happen on November 16<sup>th</sup>. As of The December 3<sup>rd</sup> meeting the board as well as the Operations Board and Finance Committee will have new members representing Ware.

Staff: The individual that agreed to take the PT Purchasing Position, starting October 15<sup>th</sup>, has backed out. Erin, Khristy and Ashley have registered for MCPPO classes in December and will work on getting certified, this will give WESTCOMM 3 individuals that will be certified in the Purchasing area.

There are 3 new Dispatch hires currently in training, 4 additional to start on the last Monday in November, and the WESTCOMM Outreach team will attend a job fair.

Update on HR: Possibility of a professional HR service or a position in WESTCOMM.

Monson HR Department willing to offer to take duties on to bridge the gap, as a short term solution. A discussion to be had regarding Monson being compensated. Draft up a scope to be sure everything is covered. Jennifer will work with Monson HR Director & Erin to come up with a list of HR needs for the next meeting.

## 5. New Business:

Finance Update: Next meeting to be held on October 25<sup>th</sup>

2 Financial advisors were reviewed, Unibank, both Longmeadow & Monson currently use this Company, Hilltop, both Chicopee & East Longmeadow currently use this Company. Either would be favorable but it's been decided WESTCOMM will be going with Hilltop.

The decision to go with Lock Lorde for Bond Counsel, was also made.

A motion was made by John Beaulieu and 2<sup>nd</sup> by Jennifer Wolowicz, upon the recommendation of the Finance Committee, The Board is to accept Hilltop as Financial Advisor & Lock Lord as Bond Counsel.

Roll call was done 4 yes, motion passed.

Fire Operations update: None at this time.

Police Operations update: Chief Kozloski stated they have been meeting on a bi-weekly basis to discuss management level process & procedures and continuing

to refine & push out EPD process. They are close to making recommendations to both Operations groups.

IT update: MOU draft, the outline is finished, they are currently working cleaning it up and typing it out.

Review warrant from 10/26/21: Mary questioned an invoice charges relating to a collection agency. Erin explained that WESTCOMM fought against a vendor who turned over an invoice to collections for work that had not yet been completed for WESTCOMM.

A discussion was had regarding trying to generate revenue for 645 Shawinigan Drive so that upkeep costs such as landscaping and utilities can be supplemented by renting out space while the building is empty, and prior to renovations being started.

6. New Business not reasonably anticipated within 24 hours: A question was asked about the new Deferred Comp program being offered to FT employees. Erin explained that VOYA which is a 457 B Program is now offered to FT employees as an additional option to Hampden County Regional Retirement. Currently there are only 4 employees who chose to enroll.
7. A motion was made by Lyn Simmons and 2<sup>nd</sup> by John Beaulieu, Vote to enter into Executive Session in accordance with MGL chapter 30A, Section 21 (a) (1), to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, and the Chair so declare, not to reconvene in open session. Rollcall was done 4 yes, motion passed.